



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

Agenda Item 2d

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***Memorandum***

TO: Administration Committee  
FR: Executive Director  
RE: Purchase Order Amendment - Temporary Staffing Services: Regional Government Services (\$200,000)  
DATE: February 5, 2014  
W.I:

This memorandum seeks Committee approval to amend the existing purchase order with Regional Government Services (RGS) to provide temporary staff to fill limited-time positions in an amount not to exceed \$200,000 for the remainder of FY 2013-14.

**Background:**

This amendment is to cover the additional cost of short-term temporary staffing for FY 2013-14 to cover for staff who are on leaves of absence. The funds to cover the costs of these temporary personnel would come from the salary savings of the staff members who are on leave.

Staff has determined that Administrative and Technology Services, Electronic Payments, Operations, Planning and Programming and Allocations sections require temporary staffing assistance in the absence of six key staff that are, or will be, on a minimum of a four month leave of absence. Currently, MTC has a purchase order with RGS in the amount of \$745,507 for FY 2013-14. This amendment of \$200,000 is to cover costs for the remainder of FY 2013-14 and will bring the total purchase order amount to \$945,507.

**Recommendation:**

Staff recommends that the Administration Committee authorize the Executive Director or his designee to issue a purchase order amendment to Regional Government Services (RGS) for an additional \$200,000 to provide the above mentioned temporary staffing services through June 30, 2014.

  
Steve Heminger

SH:AM

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Purchase Order Amendment

Work Item No.: 1153, 1221, 1512

Vendor: Regional Government Services, Monterey, CA

Work Project Title: Agency Temporary Staffing Services

Purpose of Project: To provide temporary administrative staffing services for the ATS, Electronic Payments, Operations, Planning and Programming and Allocations sections.

Project Cost Not to Exceed: PO Amendment \$200,000  
Current amount of purchase order encumbrance before this amendment: \$745,507  
Maximum purchase order amount after this amendment: \$945,507

Funding Source: General Funds, General Fund & FTA funds

Fiscal Impact: Funds included in FY 2013-14 Agency Budget.

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order amendment to Regional Government Services (RGS) to provide MTC with temporary staffing services as described above and in the Executive Director's Memorandum dated February 5, 2014; and that the Chief Financial Officer is directed to set aside funds in the amount of \$200,000 for such purchase order amendment.

Administration Committee: \_\_\_\_\_  
Adrienne J. Tissier, Chair

Approved: Date: February 5, 2014